

Air Education and Training Command



Occupational Survey Report AFSC 5J0X1 Paralegal

U.S. AIR FORCE

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Integrity - Service - Excellence

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Air Force Occupational Measurement SQ



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Overview



AETC

- Survey background
- Survey results
- Implications and way ahead



Work Performed



AETC

- Manage and perform legal functions not prohibited by statute and the Lawyer's Manual on Professional Conduct
- Perform paraprofessional and legal research under supervision of judge advocate
 - Civil law
 - Military justice
 - Claims
- Supervise the administration of legal services and court-reporting procedures

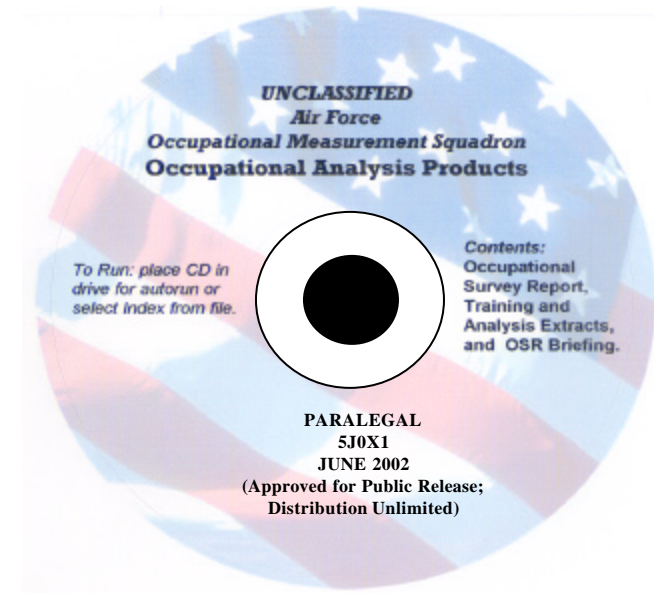


Survey Background



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- Survey initiated to obtain data to:
 - Evaluate current classification and training documents
 - Support promotion test development
- Last Occupational Survey Report (OSR) - November 1999
- Current survey data collected - October 2001- March 2002
- Active Duty
 - 3-, 5-, 7- and 9-Skill Levels





Current Training Program



AETC

- Primary entry into 5J0X1 is lateral
- AFSC awarding course
 - AFJAGS, Maxwell AFB, TX
 - M3ALR5J031, Paralegal Apprentice Course, 6 weeks, 3 days
 - 12 Semester hours for CCAF
 - Programmed TPR
FY02: 87 students
FY03: 91 students
 - Programmed Elimination Rate
FY02: 0%
FY03: n/a



Survey Sample Characteristics



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	<u>Total</u>
Assigned*	911
Mailed Out	777
Sample	468
Usable Returns	60%

- Average time in career field for AD: 6 yrs 4 months
- Average time in present job: 1 yr and 6 months

* Assigned as of Oct 01



Skill & Paygrade Characteristics



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Skill Level Distribution

	Assigned*	Sample
3-Level -	8%	7%
5-Level -	52%	52%
7-Level -	36%	36%
9-Level -	4%	5%

Paygrade Distribution

		Assigned*	Sample
E-4	-	8%	4%
E-5	-	45%	45%
E-6	-	29%	30%
E-7	-	15%	18%
E-8	-	3%	3%

* Assigned as of Oct 01



Command Representation



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Command	Assigned %**	Sample %
AETC	6	7
AMC	14	15
ACC	19	19
AFMC	2	2
USAFE	4	4
PACAF	7	8
AFSOC	3	4
AFRC	15	15
ANG	28	25
EUR	*	*
AFSPC	*	*

* Indicates less than one percent

** Assigned as of March 01

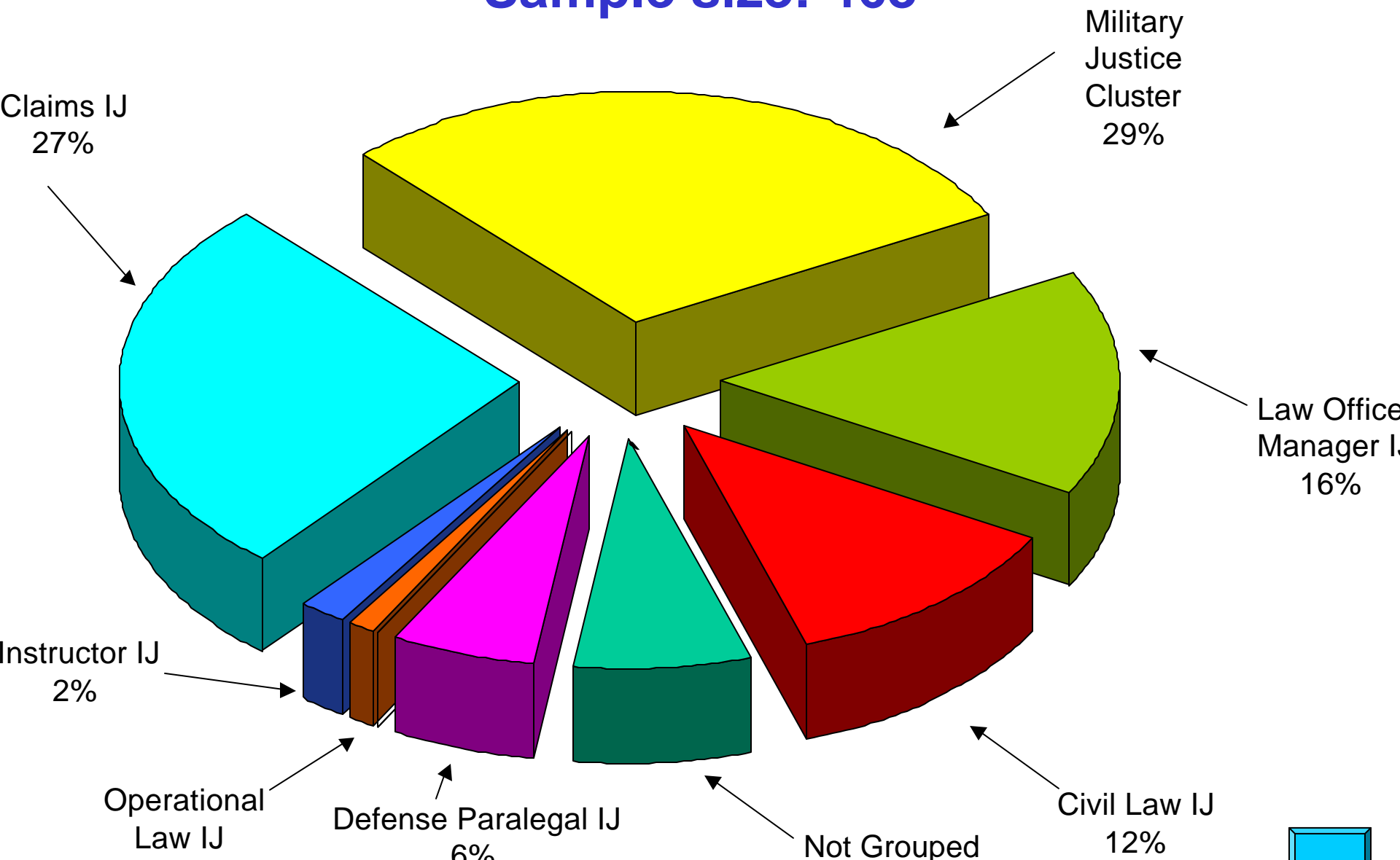


Job Structure



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Sample size: 468





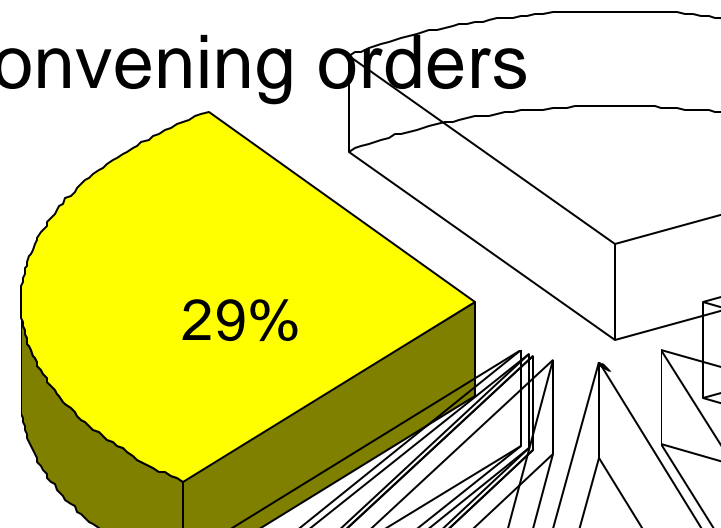
Military Justice Cluster (N=134)



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- Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports
- Prepare or review Article 15, UCMJ, punishments
- Prepare or review Article 15, UCMJ, vacation actions
- Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions
- Prepare or review court-martial convening orders
- Review RIPs for courts-martial

Military Justice- Article 15 Job
Military Justice- Court Martial Job





Independent Jobs



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Claims IJ (N=129)

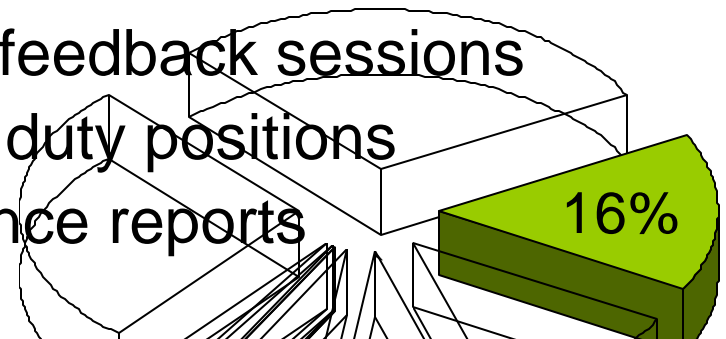
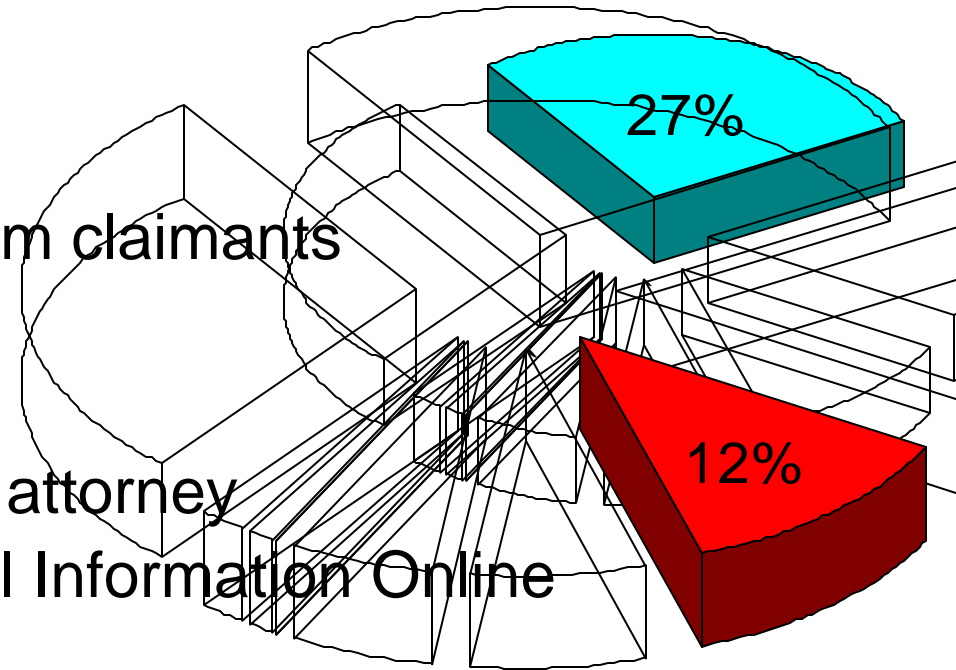
- Determine claims jurisdiction
- Adjudicate claims
- Process reconsiderations from claimants

Civil Law IJ (N=55)

- Notarize documents
- Prepare or review powers of attorney
- Assist in preparation of Legal Information Online System (LIONS)
- Witness execution of wills

Law Office Manager IJ (N=77)

- Conduct supervisory performance feedback sessions
- Assign personnel to work areas or duty positions
- Write or endorse military performance reports



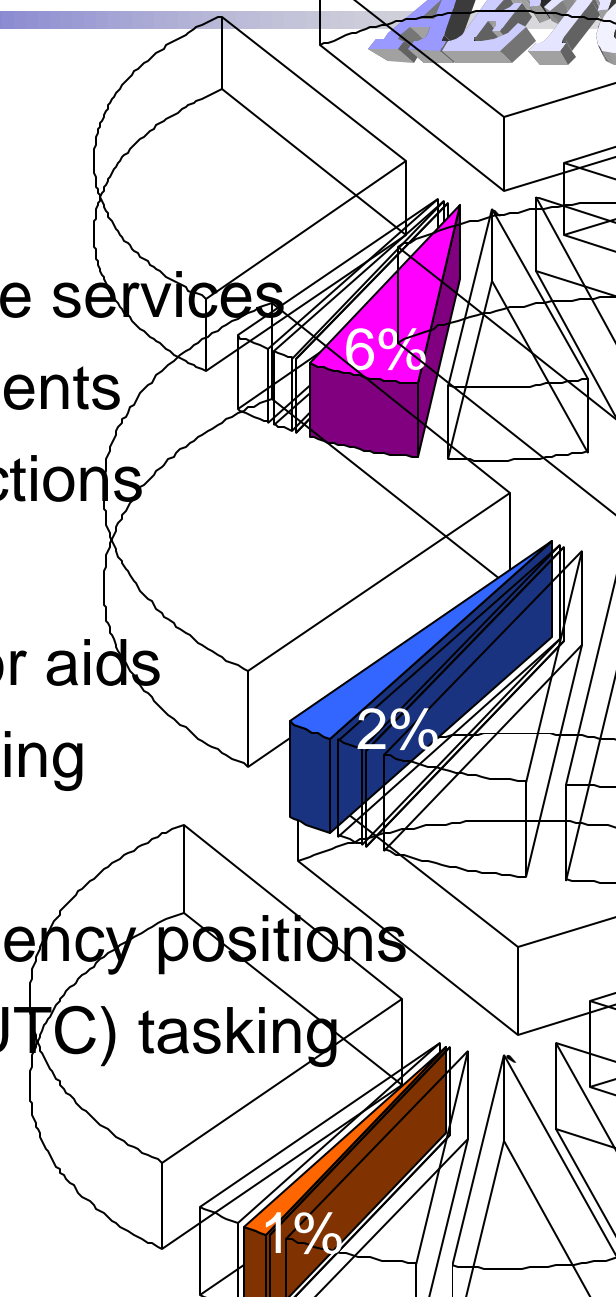


Independent Jobs



427

- Defense Paralegal IJ (N=29)
 - Establish eligibility of clients for defense services
 - Prepare or review case witness statements
 - Conduct initial interviews of adverse actions
- Instructor IJ (N=9)
 - Develop or procure training materials or aids
 - Conduct formal course classroom training
- Operational Law IJ (N=7)
 - Assign personnel to mobility or contingency positions
 - Assign personnel to Unit Type Code (UTC) tasking





Career Ladder Progression



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- 3- and 5-skill-level personnel
 - Work in the most technical jobs in the career field
 - Spend most of their time on technical tasks
- 7- and 9-skill-level personnel
 - Continue to perform technical tasks
 - However, take on supervisory, training, and administrative duties





Percent Across Specialty Jobs

DAFSC



AETC

	DAFSC 5J031 (N=34)	DAFSC 5J051 (N=244)	DAFSC 5J071 (N=169)	DAFSC 5J091 (N=19)
Instructor IJ	0	2	2	0
Civil Law IJ	6	13	13	0
Operational Law IJ	0	1	2	0
Law Office Manager IJ	0	2	33	90
Defense Paralegal IJ	0	12	1	0
Military Justice Cluster	47	34	20	0
Claims IJ	41	30	24	0
Not Grouped	6	6	5	10



Percent Time Spent on Duties



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	DAFSC 5J031 (N=34)	DAFSC 5J051 (N=244)	DAFSC 5J071 (N=169)	DAFSC 5J091 (N=19)
performing General Paralegal Activities	13	20	20	26
performing Civil Law Activities	10	12	11	4
performing Military Justice Activities	36	29	19	10
performing Defense Paralegal Activities	2	5	2	1
performing Court Reporting Activities	1	1	1	0
performing Air Force Claims Activities	32	22	15	4
performing International Law Activities	*	*	*	0
performing Operational Law Activities	1	2	4	9
performing General Administrative Activities	1	2	2	2
performing General Supply and Equipment Activities	*	1	2	2
performing Training Activities	1	3	7	11
performing Management and Supervisory Activities	2	3	17	31

* Less than 1 percent

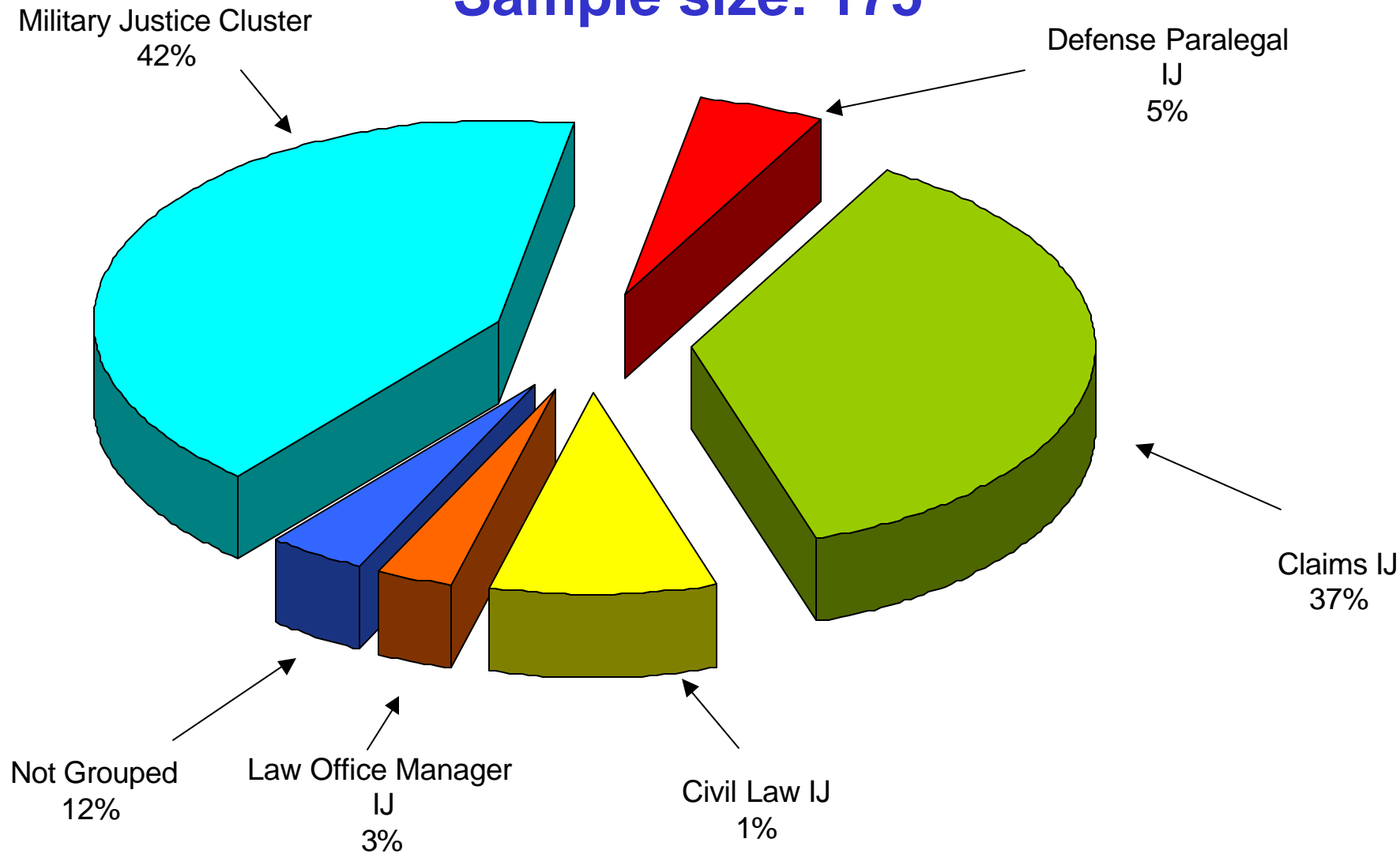


First-Assignment Job Structure



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Sample size: 175





Representative Tasks



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Percent
Members
Performing
(N=175)

<u>Tasks</u>	
Answer customer service telephone calls	80
Notarize documents	74
Retrieve data using computers	73
Witness execution of wills	73
Compose or type administrative correspondence	72
Witness signing of legal documents	70
Maintain notary logs	69
Prepare or review powers of attorney	64
Brief clients on powers of attorney	59
Refer clients to other supportive agencies	59
Process incoming or outgoing electronic mail	56
Prepare briefings, other than professional military education briefings	55
Compile statistical data	54
Verify eligibility of clients for legal assistance	53
Schedule office appointments	51



Specialty Training Standard (STS) Analysis



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- STS is generally supported by survey data
 - Two STS items were unsupported
- One STS item may need proficiency code review
 - One uncoded STS item matched to JI tasks performed by more than 20 percent of members
- Two technical tasks performed by 20 percent or more of members were not referenced to STS
 - These should be reviewed for possible inclusion in STS





Unsupported STS Elements



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Examples

Unit	Learning Objective	Prof Code	Percent Members Performing		Tng Emp	Tsk Dif	ATI
			1st Job	1st Assign			
1.d. (5) (a) Task	Verbatim records of trial E0309. Transcribe verbatim records of trial	2b	0	0	2.75	6.17	*
1.d. (5) (b) Task	Summarized record of trial E0308. Transcribe summarized records of trials	2b	0	0	3.83	6.50	*

Mean TE Rating is 3.33, Standard Deviation is 1.62 (HIGH TE= 4.95)

Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)





Proficiency Codes Requiring Review



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Sit	Learning Objective	Prof Code	Percent Members Performing		Tng Emp	Tsk Dif	ATI
			1st Job	1st Assign			
d. (2) (e)	Investigation Interview	--					
Task	A0010. Conduct witness interview		39	42	3.72	5.51	15

Mean TE Rating is 3.33, Standard Deviation is 1.62 (HIGH TE= 4.95)

Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)



Tasks not Referenced to STS



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Examples

<u>Tasks</u>	<u>Percent Members Performing</u>		<u>Tng</u>	<u>Tsk</u>	<u>ATI</u>
	<u>1st Job</u>	<u>1st Assign</u>	<u>Emp</u>	<u>Dif</u>	
C0121 Complete court-martial processing checklist procedures	42	37	6.50	5.21	12
C0243 Review RIPs for court martial	37	33	4.75	4.20	15

Mean TE Rating is 3.33, Standard Deviation is 1.62 (HIGH TE= 4.95)

Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)



Plan of Instruction (POI) Analysis



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- POI is very well-supported by survey data
 - All objectives matched to JI tasks performed by more than 30 percent of members
- Two tasks not referenced to any POI learning objective should be reviewed for possible inclusion in POI
- 7-level course POI match completed and located in Training Extract





Tasks not Referenced to POI



AETC

Examples

		Percent Members Performing		Tng Emp	Tsk Dif	ATI
		<u>1st</u> <u>Job</u>	<u>1st</u> <u>Assign</u>			
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	15	44	4.92	5.52	15
C0121	Complete court-martial processing checklist procedures	42	37	6.50	5.21	12

Mean TE Rating is 3.33, Standard Deviation is 1.62 (HIGH TE= 4.95)
Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)



Additional Analysis



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- Additional analysis upon CFM request
 - Compare technical versus administrative work performed since 1999 survey
 - Compare legal research work performed since 1999 survey
 - Report operational law work performed in current survey



Percent Time Spent on Duties By DAFSC - 1999 Survey



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Technical Duties

	DAFSC 5J031 (N=57)	DAFSC 5J051 (N=319)	DAFSC 5J071 (N=172)	DAFSC 5J091 (N=25)
Performing General Paralegal Activities	14	22	20	23
Performing Civil Law Activities	10	14	10	6
Performing Military Justice Activities	24	23	20	9
Performing Defense Paralegal Activities	2	4	2	*
Performing Court Reporting Activities	*	1	*	*
Performing Air Force Claims Activities	44	26	15	1
Performing International Law Activities	*	*	*	*
<u>Performing Operational Law Activities</u>	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>
Total	94	90	67	39

Administrative Duties

Performing General Administration Activities	*	*	2	2
Performing General Supply and Equipt Activities	*	*	2	3
Performing Training Activities	*	3	8	14
<u>Performing Mgt and Supervisory Activities</u>	<u>2</u>	<u>5</u>	<u>20</u>	<u>41</u>
Total	3	9	32	60



Percent Time Spent on Duties By DAFSC - 2002 Survey



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	DAFSC 5J031 (N=34)	DAFSC 5J051 (N=244)	DAFSC 5J071 (N=169)	DAFSC 5J091 (N=19)
Technical Duties				
Performing General Paralegal Activities	13	20	21	26
Performing Civil Law Activities	10	12	11	4
Performing Military Justice Activities	36	28	19	10
Performing Defense Paralegal Activities	2	5	2	1
Performing Court Reporting Activities	1	1	1	0
Performing Air Force Claims Activities	32	22	15	4
Performing International Law Activities	*	*	*	0
<u>Performing Operational Law Activities</u>	<u>1</u>	<u>2</u>	<u>4</u>	<u>9</u>
Total	95	90	73	54

Administrative Duties

Performing General Administration Activities	1	2	2	2
Performing General Supply and Equipt Activities	*	1	2	2
Performing Training Activities	1	3	7	11
<u>Performing Mgt and Supervisory Activities</u>	<u>2</u>	<u>3</u>	<u>17</u>	<u>31</u>
Total	4	9	28	46



Legal Research Tasks



AETC

	<u>5J031</u>		<u>5J051</u>		<u>5J071</u>		<u>5J091</u>	
	(N=57) (N=34)		(N=319) (N=244)		(N=172) (N=169)		(N=25) (N=)	
	<u>1999</u>	<u>2002</u>	<u>1999</u>	<u>2002</u>	<u>1999</u>	<u>2002</u>	<u>1999</u>	<u>2002</u>
perform claims legal research	-	29	-	27	-	23	-	
perform military justice legal research	-	41	-	31	-	27	-	
prepare or review legal reviews of actions such as administrative discharges	18	18	15	18	27	20	0	
search directives, files, or legal reference for info such as opinions or decisions	44	41	55	55	60	66	60	7

task not found in 1999 survey



Percent Members Performing Operational Law Tasks- 2002 Survey



AETC

	<u>5J031</u> (N=34)	<u>5J051</u> (N=244)	<u>5J071</u> (N=169)	<u>5J091</u> (N=19)
Conduct LOAC briefings	18	17	27	26
Brief deploying personnel, other than LOAC	12	14	28	42
Maintain mobility equipment and supplies	15	10	23	32
Participate in wing operations or exercise planning meetings	0	7	19	58
Review UTC requirements	0	5	23	79



Job Satisfaction Indicators (Current vs. Previous Study)



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	1-48 Months		49-96 Months		97+ Months	
	2002 (N=175)	1999 (N=300)	2002 (N=156)	1999 (N=120)	2002 (N=134)	1999 (N=146)
Job interesting	96	94	91	95	92	97
Talents well utilized	89	87	86	90	89	88
Training well utilized	93	91	93	91	86	84
Sense of accomplishment	82	79	76	84	78	75
Plan to reenlist	71	60	66	71	38	43



Job Satisfaction Indicators (Across Specialty Jobs)



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	Instructor IJ (N=9)	Civil Law IJ (N=22)	Operational Law IJ (N=7)	Law Office Manager IJ (N=77)
Job interesting	100	87	87	95
Talents well utilized	100	73	100	93
Training well utilized	100	80	71	89
Sense of accomplishment	100	64	100	83
Plan to reenlist	56	62	86	72



Job Satisfaction Indicators (Across Specialty Jobs cont.)



AETC

	Defense Paralegal IJ <u>(N=29)</u>	Military Justice Cluster <u>(N=134)</u>	Claims IJ <u>(N=129)</u>
Job interesting	100	96	94
Talents well utilized	100	91	86
Training well utilized	89	99	94
Sense of accomplishment	100	79	79
Plan to reenlist	72	63	64



Retention Dimension Analysis 1-48 Months' TICF (N=175)



AETC

	Percent Responding	Average
Planning to Reenlist (N=124)		
Job security	64	2.67
Retirement benefits	37	2.26
Pay and allowances	58	2.50
Off-duty education or training opportunities	56	2.49
Military Lifestyle	49	2.20
Planning to Separate (N=42)		
Pay and allowances	55	2.39
Military lifestyle	48	2.10
Espirit de corps/morale	43	2.17
Location of present assignment	36	2.47
Bonus or special pay	36	2.27

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence





Retention Dimension Analysis 49-96 Months' TICF (N=156)



AETC

	Percent Responding	Average
Planning to Reenlist (N=103)		
Retirement benefits	71	2.79
Job security	67	2.74
Military lifestyle	59	2.39
Pay and allowances	59	2.49
Off duty education or training opportunities	51	2.62
Planning to Separate (N=31)		
Civilian job opportunities	55	2.47
Pay and allowances	48	2.40
Recognition of efforts	45	2.14
Esprit de corps/morale	42	2.77
Promotion opportunities	42	2.46

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence





Retention Dimension Analysis 97+ Months' TICF (N=134)



AETC

Planning to Reenlist (N=106)	Percent	
	Responding	Average
Retirement benefits	76	2.85
Job security	61	2.74
Pay and allowances	58	2.48
Military lifestyle	56	2.31
Off-duty education or training benefits	53	2.52
Planning to Separate (N=12)	Percent	
	Responding	Average
Promotion opportunities	58	2.43
Leadership of immediate supervisor	50	2.50
Military lifestyle	50	2.00
Esprit de corps	42	2.80
Pay and allowances	42	2.40

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence





Summary of Results



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- Career ladder progression typical
 - Technical at 3-skill progressing to more managerial at 7-skill level and beyond
- Administrative/technical tasks compared to 1999 survey
 - Administrative tasks performed remain steady
 - Slight increase in technical tasks
- Legal Research/Operational tasks
 - Legal research tasks remain steady since previous survey
 - New operational tasks added in 2002 survey indicate moderate percent members performing



Summary of Results (Cont.)



AETC

- Career ladder documents well-supported by survey data
 - STS and POI provide comprehensive coverage of work performed by career ladder
 - Review of some items warranted
- Job satisfaction indicators
 - Similar when compared to previous study across all TICF groups
 - Reenlistment intentions for 5J0X1 airmen in first-assignment in current study higher when compared to previous study



Way Ahead



AETC

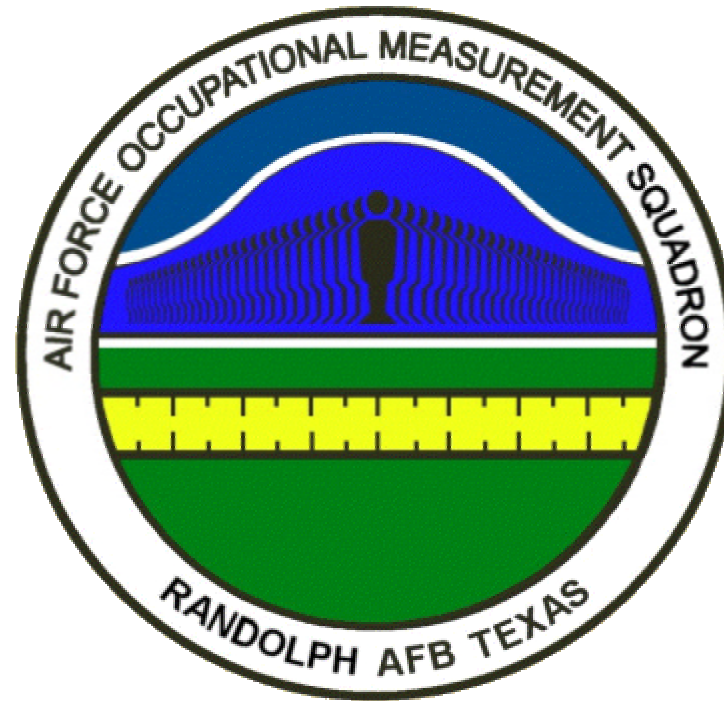
- U&TW- TBD
- Attended Worldwide Paralegal Conference, May 02
- Next SKT rewrite (major) is scheduled for Aug 02



Questions?



AETC



Visit our web site at:

<https://www-r.omsq.af.mil/OMY/indexomy.htm>

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Back-Up Slides



Job Survey Background



AETC

- Previous JI and OSR
 - JI: 5J0X1- October 1988, 1Lt Gilliam
 - OSR: 5J0X1- November 1999, Dr. Burright
 - Programming Support- Ms. Karen Tilghman
- Issues from Last Post-Analysis Review
 - None



Bases Visited during JI Development (# Interviewed)



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- Maxwell AFB, AL (JAGS) (3) 23-25 May 01
- Luke AFB, AZ (4) 10-20 Jul 01
- Travis AFB, CA (3) 10-20 Jul 01
- Wright-Patterson AFB, OH (4) 10-20 Jul 01
- Pope AFB, NC 10-20 Jul 01
- Mountain Home AFB, ND (7) 10-20 Jul 01
- Ramstein AFB, Germany (1) via email
- Hickam AFB, Hawaii (1) via email
- SKT Team, Randolph AFB, TX (3) Aug 01



Job Structure Glossary



- **Job:** A group of similar *positions* where incumbents perform many of the same tasks and spend relatively the same amount of time performing these tasks
- **Cluster:** A series or group of related *jobs* which are distinguishable from each other on some variable (weapon system maintained, ratio of supervisory to technical tasks, etc.)
- **Independent Job:** A job that does not fall within any cluster
- **N:** Number in sample



Career Ladder Progression



AETC

- “Typical” career ladder progression
 - **3-Skill-Level** apprentices perform a very technical job which include very few administrative/supervisory tasks
 - **5-Skill-Level** journeymen still primarily perform a technical job, but acquire a mix of administrative/supervisory tasks
 - **7-Skill-Level** managers, and above, primarily perform supervisory, managerial, and administrative tasks, with relatively few technical tasks
- “Atypical” career ladder progression
 - **7-Skill-Level** personnel are still spending a significant amount of their total job time performing technical duties, with relatively few administrative/supervisory tasks



Training Document Analysis



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- Tasks from job inventory are matched to items in the STS and POI
 - Match is usually conducted with technical school personnel
- Final product provides technical school with data indicating applicability of training documents to work performed in the field in terms of:
 - Percent members performing (PMP) from AETCI 36-2601
 - » 20% PMP for STS
 - » 30% PMP for POI
 - TE and TD ratings
- Listing of tasks not referenced to training document also provided
 - May indicate areas where training coverage is lacking





Task Factor Definitions



- **Training Emphasis (TE):** Task list completed by senior NCOs identifying those tasks that should be emphasized for structured training of first-term airmen
- **Task Difficulty (TD):** Task list completed by senior NCOs which rates the relative difficulty of each task to learn
- **Automated Training Indicators (ATI):** Indicators derived from comparing percent performing data with TE and TD data to assist in making training decisions





Predictive Retention Indicators



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- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement Benefits
- Military related education/Training opportunities
- Off-duty education and training opportunities
- Medical or dental care for active duty member
- Medical or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities
- Number of PCS moves
- Location of present assignment
- Number/Duration of TDY's or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted Evaluation System
- Promotion opportunities
- Training/Experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/Morale
- Leadership of immediate supervisor
- Senior Air Force leadership